

**Capital Projects Advisory Review Board  
Small Business Task Force  
4/5/12**

**Minutes**

**Mission**

Small Business Task Force mission as identified by CPARB: ***to develop recommendations for the Board's consideration on how the industry can open up opportunities for small businesses including minority and African American-owned businesses, and that the scope is limited to design and construction of capital projects.***

**Attendance**

Dick Lutz, Centennial Contractor  
Peter Ventrella, Local Loop General Inc.  
Connie Brown, The Snowden Co Inc.  
Len Simpson, LenCan Builders  
Dana Pittman, Sustainable Floors  
Paul Powell, Port of Seattle

Tony Ventrella, Seahawks/Sounders  
John Bornect, Stacy and Wreck, Inc  
Jason Gaylor, Local Loop  
Dan Seydel, Platinum Group  
Melanie DePaoli, Omicle (phone)

*Chair*

Dan Seydel, Platinum Group

*Secretary*

Melanie DePaoli, Omicle

*Vice Chair*

Dana Pittman, Sustainable Floor

The meeting was called to order by Dan Seydel, chair @ 12:30 pm.

Dan reviewed history mission statement of the SBTF.

**Old Business**

**1. Minutes February 2, 2012 approved by SBTF**

The minutes from the February meeting were read by Dan. There were no changes.

Connie Bown moved to have the minutes approved and Paul Powell seconded the motion. The motion passed.

**2. Legislative Update**

- HB 2328 - Job Order Contracting

HB 2328 has been signed by the Governor

The SBTF, public agencies, nonprofit industry support organizations, large contractors and small contractors including those owned by women and people of color, came together to influence the passage of HB 2328.

- HB 2327 Design Build /GCCM never made it out of committee.
- HB 1970 Small Projects under \$5k was never made it out of committee.

**Moving Forward** -

- Develop lessons learned
  - Recommend CPARB create Senate representation
- Develop best practices following lessons learned
- Focus on larger projects, i.e. GCCM & Design Build

**Action:**

- Develop lessons learned/best practices – lead for this activity is pending
- Insure CPARB has senate representation for 2013 session - Tony Ventrella volunteered to contact and to assist.
- Reintroduce HB 2327 Design Build /GCCM - Dana Pittman
- Reintroduce HB1970 Small Projects under \$5k – Dan Seydel
- Explore GCCM self-performance developing new rules/language that could encourage more inclusion of business owned by women and people of color - lead for this activity is pending

**3. Small Business Task Force Vice Chair & Secretary**

1. Dana Pitman has accepted as Vice Chair.
  2. Melanie DePaoli has accepted as Secretary.
- **Discussion:**
    - Dan will be working with Vice Chair and Secretary to develop job descriptions. Dan mentioned the importance that participants of the SBTf be included in the development of duties and responsibilities to task force leadership.
  - **Next Steps:**
    - Establish a consistent method to communicate information about the meetings – Secretary will develop
    - Consider having members do calls and personal email reminders – will be considered for future meetings
    - Secretary will distribute minutes and agenda - All agreed on this.
    - Vice Chair will be responsible for communicating with agencies – All agreed on this.
    - Establish the SBTf as formal subcommittee as supposed to a temporary task force and add this objective to future goals – Dan will start process

**New Business & Priorities Continued From 2011****1. A shared Roster—Next Steps**

1. Catherine was not present - phone line was not working so this will be tabled for next meeting.
2. Peter is interested in learning more and perhaps participating in this effort.

**2. Develop a Definition for 'Small Business' (continued from 2011 agenda)**

- **Discussion:**
  - Recommended by Dan. SBA has standards for defining small business, but believes national averages exceed the present Washington environment. Examples given referencing how it affects different industries and locations. Recommended that we develop a percentage of those numbers as our base and then build on that to create consistency on what a small business is. Recognize the federal and then use a percentage of that number for defining a small business.
  - Develop a survey to send to participants just using the primary categories: GC, mechanical and engineering, etc. and insert what the Port of Seattle uses to compare.
  - History Review. Paul, the last 3 years . . . putting everything together as one classification increases the numbers too much which ends up skewing the results. This makes it important that we keep businesses segmented based on industry/category. The detailed information would be of value because not all small business GC's bid on the same project.
  - The department of Revenue compares financial size of companies but doesn't look at it from employees. DOR doesn't track financials like a bank, and L&I also use different data. Leveraging L&I and DOR seems to be what will produce the best results. We will need to gather data from different sources: Univ. of WA, L&I, OMWBE,

and DOR to create our own comparison. We need specific people/organizations involved to keep the initiative moving. Officially developing categories will allow us to create specific rules for what a micro-business is and rules for and how larger businesses can leverage them.

3. **Create a position on CPARB for small business representation** (continued from 2011 agenda)
  - There are 2 open positions—1 at the agency and PRC sent out some openings which Dan forwarded
  - We would like to add at least one other position.
  - Five more CPARB positions total.
  - What is the preference of verbiage: Minority, women, small business owner? Do they need to be distinguished? Should we require specific roles or just specify that so many women/minorities be present on the committee?
4. **Add 'small business', 'veteran owned business' participation to CPARB & OMWBE reports**  
(continued from 2011 agenda – attached to legislation)
5. **Support GCCM Self Performance**  
**Allowing GCCM's to bid the up to 30% as best value rather than low bid.** (Continued from 2011 agenda)
  - Covered earlier in the meeting.

#### **New 2012 Priorities**

1. Manufacturers continue to limit number of small, minority and women business installers – address through legislation
  - Small firms are kept out of the discussion which violates our open competition state – The SBTF will survey small firms to clarify examples and propose measures that improve the environment for small businesses.
2. Increase the number of small, minority and women owned business representation on PRC

#### **Meeting Schedule For 2012**

SBTF meetings are held at the Kent Carpenters Union (252nd and Pacific Highway South).

SBTF Meetings	CPARB Meetings	PRC Meetings	Legislative Milestones – TBA
4/5/12	5/10/12	TBA	CPARB Cutoff
6/7/12	9/13/12	TBA	House Introduction Cutoff
8/2/12	11/8/12	TBA	Senate Introduction Cutoff
10/4/12	12/13/12	TBA	House Hearing Cutoff
12/6/12			Senate Hearing Cutoff

#### **Other Business**

- **Presentation by Peter Ventrella, Local Loop**
- A high tech customer service driven web database / directory of businesses with 85% or above customer service rankings.
- Share his info with the group

**Meeting concluded 2:27 pm.**